



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: ACCOUNTING SYSTEMS ADMINISTRATOR

SALARY: \$48,800 – \$59,400

GRADE: 116

CLOSING DATE: August 6, 2004 is the last day to file an application.

POSITION: An Accounting Systems Administrator plans, directs and coordinates the activities of a centralized citywide accounting systems operations section.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have a bachelor's degree in accounting, finance or business administration including 30 credits in accounting and business law and 6 additional credits in statistics or data processing from an accredited college or university;

AND

Have four years of experience in accounting, accounting systems analysis or financial loan negotiation work including one year of experience in evaluating the performance of, disciplining and recommending the hiring, firing and promoting of subordinate accounting and fiscal personnel;

OR

Have an equivalent combination of relevant education and experience in accounting, accounting systems analysis or financial loan negotiation work including one year of experience in evaluating the performance of, disciplining and recommending the hiring, firing and promoting of subordinate accounting and fiscal personnel, including 30 credits in accounting and business law and 6 additional credits in statistics or data processing.

Non-supervisory experience may be substituted for the supervisory experience requirement.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will not be listed in rank order.

NOTE: Those eligibles who are under final consideration for appointment to some positions in this class will be required to authorize the release of criminal conviction information from the Maryland State Police.

34197 (062304) 116 U (3) Q
VH/mk POSTED: 07/26/04

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.



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